



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: COS21-037

() DIVISION/PROGRAM () DEPARTMENT () NJ STATE EMPLOYEES (X) GENERAL PUBLIC

TITLE: Personnel Trainee (Hourly) **SALARY:** \$19.00/hour
OPENING DATE: April 1, 2021 **CLOSING DATE:** April 16, 2021
EXISTING VACANCIES: One (1) **WORKWEEK:** 35-Hour Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Human Resources
Bureau of Human Resource Operations
Onboarding Unit
436 East State Street – 1st Floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to candidates who meet the requirements below.

DESCRIPTION: Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

SPECIFIC TO THE POSITION: This position will be the Onboarding Representative for the Commissioner’s Office, Chief of Staff, Management & Budget, Natural and Historic Resources, Site Remediation, Climate and Flood Resilience, and Air Quality program areas in the DEP. Provide and coordinate technical support with staff to assist various offices within Human Resources. Continue to research new technologies to infuse into HR processes. Plan and schedule update meetings with internal staff to discuss projects, offer guidance, and assist staff members in any of the above-mentioned areas. Send welcome letters to new employees and schedule follow up meetings at intervals of 6-months and 1-year marks in their careers. Offer guidance and answer all questions asked by new employees. Career Fair and Employee outreach – finding ways to increase our job candidate pool.

PREFERRED SKILL SET: Exceptional communication skills. Knowledge of Microsoft Office Suite. Ability to think outside of the box and be creative, and schedule and conduct one-on-one meetings.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran’s Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Denise Mudie
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Denise.Mudie@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer